

USER GUIDE



The Matrix HEADS FIRST Switch

1. IMPORTANT NOTE:

The user of this equipment, including carers and professionals who may adjust and handle it, should read this Guide. This Guide contains important information about the use and application of the Heads First Switch. Because of the clinical and safety ramifications of misuse, injury to the user or others could result if you are unclear about how it works. Please keep this Guide to refer to later.

Matrix Seating Limited (MSL) accepts no liability from mis-application of this product.

2. SAFETY REMINDERS AND WARNINGS:

2.1 CLINICAL:

- Only a Qualified Professional should assess and supply the Heads First head support and Switches.
- Ensure that the correct size of Heads First has been selected and the device is used in conjunction with appropriate postural management systems (cushions, back supports, etc.)
- Everyone involved with the client's care should monitor skin condition especially during the initial stages when support tolerance is being increased.
- Do not make adjustments that are not clinically authorised.

2.2 MECHANICAL (INFORMATION MAINLY FOR THE HEADS FIRST HEAD SUPPORT INTO WHICH THE SWITCH IS INSERTED UNDER APPROPRIATE SURFACE COVER MATERIAL):

- With respect to Head First, check, inspect (for wear and tear) to maintain structural integrity and tighten screws as necessary for the completed Heads First yearly for adults and six months for children.
- Watch out for situations that may, in combination, require more frequent service intervals than those mentioned above.
- For various clients and situations (ie, powered wheelchair use) it may be necessary to apply Locktite (type of glue) to the connecting screws or to peen the inner screw thread (low profile screw) to prevent loosening.
- Use 12mm wide (1.5mm thick) blade screwdrivers with care when tightening the low profile screws so as not to damage the screwdriver slot.
- For large clients, or those exhibiting high extensor tone or regular extensor spasm, Heads First may need reinforcing.
- If the Heads First is dropped or the wheelchair falls over, visually inspect for damage or any changes to the delivered shape. Replace damaged components and reshape as required. Check alignment/positioning/fitting/removal of components and re-adjust as necessary.

2.3 ENVIRONMENTAL (MAINLY FOR HEADS FIRST HEAD SUPPORT CARRYING THE SWITCH, LAST POINT IS SWITCH RELEVANT):

- Check that by fitting Heads First to the wheelchair with any mounting hardware that this hardware does not project beyond the handles of the Wheelchair. This can be tested by backing the wheelchair up against a wall—any protrusion should not cause the head support to be forcibly pushed forward (anteriorly).
- Do not use Heads First components to push or steer the occupied or un-occupied wheelchair. This could cause mechanical damage and loss of correct position or shape.
- The covers can be machine washed at low temperature, 40° C or less. Please remove the Switch if the cover has to be washed.
- Do not tumble dry the covers as the high temperature degrades the flame retardancy characteristics of the cover material and foam filling.
- The Switch is not water proof so should be kept out of the rain.



WARNING: This product has not been crash tested

2.4 TRANSPORTATION:

This product has not been crash tested.

- If the Heads First must be used for transportation then please risk assess.
- In general the wheelchair base should be secured into the vehicle following the manufacturer's recommendations. Risk assess and follow any legal requirements or national guide-lines as appropriate. In the UK, these include Leaflet VSE87/1 'The Safety of Passengers in Wheelchairs on Buses' published by the Department of Transport.
- Always use an approved three point shoulder and pelvic strap, securely, and appropriately (and at the correct height) attached to the vehicle.

3. INTRODUCTION

This is a modular product that can be used in different positions in the Head Support (more than one Switch could be used in a Head Support). Generally however the switch is inserted under the top layer of the black Heads First cover. It is held in place with Velcro self-adhesive hook squares attached to the back of the switch. If needed additional Velcro self-adhesive squares can be attached to the body of the switch to connect it to the Velcro receptive black cover material.

4. HARDWARE

The Heads First Switch is made of three main parts:

- The switch body with yellow switch plate
- The cable and jack
- Velcro self-adhesive hook, square pads

4.1. INFORMATION ABOUT HEADS FIRST FRAME AND EXTENSIONS

The Heads First frame is made of four stainless steel shapes fitted with a black mounting disc (fitted with 3 countersunk 5mm screws (posidrive number 2 head)). The shape and hence the comfort and effectiveness is controlled by bending of the frame and its extensions and it is very important that they should only be adjusted by a professional. For various clients and situations (ie, powered wheelchair use) it may be necessary to apply Locktite (type of glue) to the connecting screws or to peen the inner screw thread (low profile screw) to prevent loosening. Use 12mm wide (1.5mm thick) blade screwdrivers with care when tightening the low profile screws so as not to damage the screwdriver slot.

4.2. MODULAR COVERS

4.2.1 Cover Fitting: The Cover is fitted and removed using the Velcro at the central and back part of each arm, leg or wing. Details of this are shown in the Heads First Users Guide.

4.2.1 Cover Washing: The Cover is made from open cell foam and the covering material is not waterproof.

The Matrix Shell Cover can be machine washed at low temperature, 40° C or less, with a slow spin allowing the cover to dry naturally. Do not tumble dry the covers as the high temperature degrades the flame retardancy characteristics of the cover and foam filling. All Velcro (mainly the central sections of the Bear and Penguin ranges) needs to be fastened during washing to prevent damage to itself or other covers. Do not iron, bleach or tumble dry. Note: remove Switch before washing

After many washes the foam inside the cover will deteriorate. The upholstery should be felt to check that there is no noticeable difference.

Replacement and spare covers are available.

Please see the safety warnings in Section 2 of this Guide.

5. REMOVING THE HEADS FIRST FROM THE WHEELCHAIR

If the head support needs removing for wheelchair for folding or to transfer the user in or out of the wheelchair, refer to the instructions supplied with the mounting hardware. Always replace in the same relative position to the wheelchair back or seating system and hence the user.



Picture A

The package (above) contains the Switch and 4 self-adhesive Velcro hook



Picture B

Peel off Velcro squares and attach two centrally onto the back of the Switch (the black side).



Picture C

Remove cover from Heads First frame (in this case it is a CBBX-C, a long child Black Bear arm cover)



Picture D

Fold the cover back from the foam as shown to the point where you want the end of the Switch to be positioned.



Picture E

Firmly press and hold the switch in the desired position and begin to wrap the cover over the Switch.



Picture F

Continue to carefully wrap the cover over the Switch whilst firmly holding it in position with downward pressure.



Picture G

Finish wrapping the cover over the Switch.



Picture H

The cover, with inserted Switch, is ready to be slide back onto the Heads First frame. Remember to insert the frame extension into the pouch on the back of the cover.

Feed the wire from the Switch down the side of the centre cover as appropriate to hide it and position it to the back of the existing covers. Keep out of the way of skin and do not put the wire in tension that could pull the switch out of position.

Fit others Switches in the Head support in a similar manner. Note: to change the switch activation force cut a rectangular hole in the foam to reduce sensitivity.

7. FINAL POINTS TO REMEMBER

- Check all fasteners within the Heads First Head Support periodically to see if they are tight.
- Use 12mm wide (1.5mm thick) blade screwdrivers with care when tightening the low profile screws so as not to damage the screwdriver slot.
- The Switch is not water proof so please use keep out of the rain.
- If a wheelchair with this head support is used as a seat during transportation a risk assessment should be carried out.
- Check that the covers are washed at 40°C or less and not tumble dried.
- Check that the wire from the Switch is positioned away from the skin
- Check that this Guide is issued to and understood by the user and/or carers.

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